



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD

GRAFTON, MASSACHUSETTS 01519
(508) 839-5335 ext 1100 • FAX (508) 839-4602
www.grafton-ma.gov

**SELECT BOARD
MEETING AGENDA**

August 18, 2020

7:00 p.m. Regular Meeting

Zoom Conference Link:

<https://us02web.zoom.us/j/89321885229?pwd=aUITR3VSL1pzUldGb1RHRkp1c21ZZz09>

Passcode: 780074

Phone: 301-715-8592

Webinar ID: 893 2188 5229

Passcode: 780074

International numbers available: <https://us02web.zoom.us/j/89321885229?pwd=aUITR3VSL1pzUldGb1RHRkp1c21ZZz09>

Notice to meeting attendees: Please note that the Select Board will hold Executive Session at the end of the meeting once all regular business is concluded. The Board will re-enter the Regular Meeting after the Executive Session only to Adjourn. The Meeting Host will ask all participants to leave the zoom meeting prior to the Board entering Executive Session.

A copy of the Grafton [PUBLIC MEETING REMOTE PARTICIPATION GUIDELINES](#) is attached to this agenda for reference. Please review the guidelines prior to joining the remote public meeting.

The Board will be holding a Public Comment section in the meeting, however, due to the limitations of remote participation it will be limited to written correspondence. Just like in person meetings, this section is limited to items not on the agenda. If you have something you would like heard during Public Comment, please document it, indicate that it is for the Public Comment section, please include your full name and address, and submit it to Bos@grafton-ma.gov by 2:00PM on Tuesday August 18, 2020 and it will be read into the record during the Public Comment section. General Correspondence to the Board will be handled as usual.

CALL TO ORDER

ANNOUNCEMENTS

PUBLIC COMMENTS

1. SCHEDULE

- a.) [Adams Road](#)
- b.) [Interview and Appoint Temporary Town Administrator](#)

2. RESIGNATIONS

3. APPOINTMENTS / SELECT BOARD

- a.) [Election Worker – Laura DiMambro](#)

4. APPOINTMENTS/TOWN ADMINISTRATOR

5. NEW BUSINESS

- a.) [Adopt the Charge for the Town Administrator Search Committee](#)
- b.) [Appoint Member of Select Board to Serve on Town Administrator Search Committee](#)

6. SELECT BOARD REPORTS / TA REPORTS

SELECT BOARD

TOWN ADMINISTRATOR

7. CORRESPONDENCE

8. DISCUSSION

- a.) [FAQ for Town Web Page Regarding Developments for Permanent Appointment of New Town Administrator Including Timeline for Appointment](#)
- b.) [Q&A Function on Zoom Webinars](#)

9. MEETING MINUTES

EXECUTIVE SESSION

MGL Chapter 30A, Sec 21(a)(1)(3)

Litigation Update

Litigation Strategy

Union Negotiations

Land Negotiation

Non Union Negotiations

Strategy for Negotiations

Minutes

ADJOURN

Complete Select Board Meeting Packet is available end of business on Friday at: <https://www.grafton-ma.gov/select-board/pages/select-board-meeting-packets>



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**PUBLIC MEETING
REMOTE PARTICIPATION GUIDELINES**

March 24, 2020

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, the various Boards and Committees representing the Town of Grafton will conduct their public meetings and hearings via remote participation. No in-person attendance of members of the public will be permitted.

In Advance of Meetings:

- All non-emergency items are still required to be properly posted at least 48 hours in advance of the meeting. This is still done by contacting the Clerk's Office.
- All members should receive the same documents for the meeting electronically
- Supporting documents should be posted on the Town website and be available for members of the public.
- For meetings with public participation, encourage written public comments.

Essential Components for Remote Meetings:

- Access to participate for a quorum of committee members at the time of the meeting.
- Ability to take minutes which accurately reflect the meeting and the votes taken.
- Ability to record meeting for playback (this is not required under the order, but is preferred)
- Ability to allow for real-time public participation/comments (this is not required under the order, but is preferred)
- Meetings with public hearings must provide access for third party participation to all members of the committee.

Identifying the Proper Medium to Conduct Meetings:

While we are suspending the use of Municipal Center Conference Rooms and the local broadcasting equipment, there are alternatives for Boards and Committees to consider. Below are a few options available to Committees. There may be alternatives that members are more comfortable using which will be permitted so long as the essential components for all meetings are met through use of that medium.

- *Executive Town of Grafton Zoom Account with Webinar Functions* – this account was purchased by the Town Administrator's Office and has a webinar function for hosting meetings that require public participation/third party access for participation. This method is currently the preferred method and should be used by Boards and Committees that have hearings and require third party participation through public comments or from

applicants seeking permits. (includes but is not limited to: Select Board, Planning Board, ZBA, CPC, School Committee, Conservation Commission)

- At this time, the Town only has one executive host account with a webinar feature. If you wish to use the executive zoom account with webinar feature, you may need to schedule meetings at different times/days than your board typically meets to ensure no conflict with other meetings.
- *Standard/Free Zoom Accounts* – Anyone can access a free zoom account with up to 100 participants for a maximum 40-minute meeting. This function will allow for Boards and Committees to record their meetings for future playback and the ability to share screens. Please note that there are several systems available that offer similar abilities and any of them can be used for this purpose. (ex. Google Meet, Skype for Business, Microsoft Teams, etc.)
- *Free Conference Call Line*- For Boards and Committees that typically do not have recorded meetings and require little third-party interaction, the free conference call line is an option. This option does not have a record feature so accurate minute taking is critical.
- *Local Cable Access*- Currently, the town is not allowing for local cable access broadcast through the conference rooms in the Municipal Center. However, to the extent possible, local cable will be used if it is accessible and safe for staff, committee members, and members of the public.

Use of Zoom for Remote Access to Public Meetings

Zoom Video Communications, Inc. (“Zoom”) can be used for remote conferencing services to allow for remote access to public meetings. Access numbers and web addresses will be provided as part of each meeting’s agenda posted to the town calendar on the homepage of Grafton’s website, www.grafton-ma.gov.

Meetings can be accessed from your personal computer, cellphone and/or telephone. It is anticipated that most Board and Committee meetings will continue to be broadcasted by Grafton Access Television through Zoom’s “Record” feature.

Protocols for Remote Public Meetings Using the Webinar Feature

- All participants entering the meeting via a personal computer (“computer participants”) are required to rename themselves with their official first and last name.
- Computer participants are encouraged to click on the “Participants” feature in Zoom to view all participants and to view/use the “Q&A” function to pose questions on the bottom of the screen.
- Computer participants may “Pin” to a particular video screen.
 - It is recommended to “Pin” to the staff member associated with the committee, or in the case where there is no staff member, to the Chairperson. This can be done by right clicking over the three (3) dots symbol in the top right corner of the staff/Chair’s video screen.
- The Chair or present support staff should adhere to the script provided as an attachment to this document for the purpose of properly recognizing members and providing information to the public. (This script is a draft/guide and should be tailored to your needs)
- The Chairman will identify him or herself.
- The Chairman will conduct a roll call of the Board.

- The Chairman will call the meeting to order.
- All participants (excluding Board members) will be muted throughout the meeting and must use the Q&A function.
- All participants are required to include their name and address when using the chat feature to pose a question through the Chairperson.
- All documents displayed throughout the meeting will be controlled by the present staff member or Chairperson.
 - Only computer participants will be able to view documents.
- If and when the Chairman allows for public comments/questions, it will be conducted in the following sequence:
 1. The Chairman will read public comments/questions received in advance of the meeting followed by real-time Board and/or applicant responses.
 2. The Chairman will read real-time comments/questions typed by computer participants in the “Q&A” feature followed by real-time Board and/or applicant responses.
 - Computer participants must click on “Q&A” to enter their comment/question.
 - The staff or Chair will address the question live to the Board. It will be discussed and then marked “answered” by the staff or Chair.
 3. The Chairman will ask if any other participants accessing the meeting have comments/questions.
- Board members needing to be recused at any point during the course of a meeting will be placed in a virtual “Waiting Room” by the staff person or Chairperson.

Directions to access meetings will be posted on agendas for the public when available.

1 a) ADAMS ROAD

Ethel Jaggi will be at the meeting to discuss the drainage project on Adams Road.

1 b) INTERVIEW AND APPOINT TEMPORARY TOWN ADMINISTRATOR

3 a) APPOINTMENTS – SELECT BOARD –ELECTION WORKER

Please see attached letter from the Town Clerk.

Motion: I move the Board vote to appoint Laura DiMambro as an election worker.



TOWN CLERK

Kandy L. Lavallee
Town Clerk

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email: clerks@grafton-ma.gov

August 12, 2020

Select Board
30 Providence Road
Grafton, MA 01519

Dear Select Board,

I would like to recommend the appointment of the following individual(s) as Election Workers for the Town of Grafton:

Laura DiMambro
22 Nottingham Road
Grafton, MA 01519

Thank you,

Kandy L. Lavallee
Town Clerk

**5 a) NEW BUSINESS – ADOPT THE CHARGE FOR THE TOWN
ADMINISTRATOR SEARCH COMMITTEE**

Please refer to the attached draft charge, for review, edit and vote.

Motion: I move the Board vote to adopt the charge for the Town Administrator Search Committee with the noted changes.



OFFICE OF THE SELECT BOARD

30 Providence Road
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BOS@grafton-ma.gov
www.grafton-ma.gov

*Peter Carlson, Chair
Doreen DeFazio, Vice Chair
Colleen Roy, Clerk
Edward Prisby
Mathew Often*

Adopted: August 18, 2020

SELECT BOARD CHARGE

NAME: **Town Administrator Screening Committee**

MEMBERSHIP: Nine (9) Members – as follows:
Select Board – One Member
School Committee – One Member
Planning Board – One Member
Board of Library Trustees – One Member
Finance Committee – Two Members
Three At Large Members Appointed by the Town Moderator

TIMETABLE: Effective immediately upon appointment
Screening Committee will dissolve upon the successful appointment/hiring
of a permanent Town Administrator

Section 1: The Screening Committee will be responsible for reviewing qualified applicants to fill the current vacancy in the position of Town Administrator, in accordance with Article 32 of the Towns General By-Laws as revised through the October 21, 2019 Semi Annual Town Meeting.

Section 2: The Screening Committee will work with and under the direction of a consulting agency, chosen by the Select Board. Such agency will collect and submit to the screening committee, a number of qualified candidates for the position. The agency will also give guidance to the group throughout the process.

Section 3: The Screening Committee shall be responsible for reviewing (all or qualified) applicants for the position of Town Administrator.

Section 4: The Screening Committee will interview a minimum of _____ applicants and deliver to the Select Board no later than close of business day on _____ (date) the names of up to _____ (#) semi finalists in no particular ranked order.

Grafton Select Board

Peter Carlson, Chairman

Doreen DeFazio, Vice Chair

Colleen Roy, Clerk

Edward Prisby

Mathew Often

**5 b) NEW BUSINESS – APPOINT MEMBER OF SELECT BOARD TO SERVE
ON TOWN ADMINISTRATOR SEARCH COMMITTEE**

Motion: I move the Board vote to appoint (blank) to serve as the Select Board Representative on the Town Administrator Search Committee.

**8 a) DISCUSSION – FAQ FOR TOWN WEB PAGE REGARDING
DEVELOPMENTS FOR PERMANENT APPOINTMENT OF NEW TOWN
ADMINISTRATOR INCLUDING TIMELINE FOR APPOINTMENT**

8 b) DISCUSSION – Q&A FUNCTION ON ZOOM WEBINARS